

FY** CR BUSINESS PLAN ITEMS

(Items in red are mandatory for inclusion in the plan, others are just suggestions and are optional; add specific action items appropriate for your Field Office; dates, responsible person and remarks are examples on how to document the plan, adjust as necessary)

Objective: Civil Rights and Outreach Initiatives	<u>Start</u>	<u>Finish</u>	<u>Person Responsible</u>	<u>Remarks</u>
Prepare and submit news articles for the local paper (monthly, quarterly, etc.)	10/01/200*	09/30/200*	DC/SC	Completed 10/1/**, 11/1/**, 1/1/**
Evaluate program participation annually, document and correct deficiencies	10/01/20**	09/30/20**	DC	Reviewed FY06 EQIP, WHIP, WRP data 1/1/** – low female participation
Ensure County government and local Chamber Of Commerce has NRCS and the District listed in all publications and on websites	10/01/20**	01/01/20**	DC, District	Note: Once this is done, no longer needs to be in business plan
Conduct annual outreach to local grassroots Organizations (phone calls, presentations, letters, etc.)	10/01/20**	09/30/20**	DC	
Ensure field office staff reviews the most current "List of CR Items for Annual Review" (copy can be found on TN Website)	10/01/20**	01/01/20**	DC	
Review with the District Board the CR clause of the Mutual and Cooperative Working Agreements	01/01/20**	01/01/20**	DC	
Discuss the importance of diversity with the District Board Prior to this year's election/appointment process. Identify and recommend names of qualified females and minorities to serve	02/01/20**	04/30/20**	DC	
Discuss the establishment of an advisory/affiliate Board in an effort to diversify (if there isn't one)	02/01/20**	04/30/20**	DC, District Board	
Review LRF and beginning farmer data for the county	01/01/20**	06/30/20**	DC	
Prepare and submit PSAs for the local Radio station(s)	10/01/20**	09/30/20**	FO Staff	
Prepare articles for the FSA newsletter (monthly, quarterly, etc.)	10/01/20**	09/30/20**	DC/SC	
Establish a District non-discrimination statement	01/01/20**	09/30/20**	DC, District Board	Note: Once this is done, no longer needs to be in business plan